



Diamond Hall Infant Academy, Well Street, Sunderland. SR4 6JF  
Tel: 0191 5640222  
E-mail: [enquiries@diamondhallinfantacademy.co.uk](mailto:enquiries@diamondhallinfantacademy.co.uk)  
Web Site: [www.diamondhallinfantacademy.co.uk](http://www.diamondhallinfantacademy.co.uk)

Head Teacher: Mrs S Collingwood

## DIAMOND HALL INFANT ACADEMY JOB DESCRIPTION

**Position:** Teaching Assistant  
**Location:** Diamond Hall Infant Academy  
**Hours:** 37 Hours per Week – Term Time Only (39 Weeks) including Inset Days  
**Salary:** SCP 4-5 - £18,426 to £ 18,795 (pro rata £15,573 to £15,885 per annum)  
**Term:** Permanent Position

### Purpose of Job:

- To support and assist teachers, parents and children as part of a professional team to contribute to raising standards of children's achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the academy's policies and procedures.

### Principal Responsibilities

- To provide support for children / teachers and the whole academy. Specifically to support groups of children in regard to targeted activities to improve achievement. To support children with additional needs as appropriate.

### Main Duties

#### Support for the Teacher

- To assist in the preparation and reproduction of learning materials and the management of resources.
- To assist in the deployment and setting up of equipment and resources and making them ready for use in order to organise the teaching environment.
- To oversee the care and cleanliness of the teaching environment, equipment, apparatus and materials.
- To assist in the preparation of display materials and the copying and duplication of teaching materials.
- To support teaching staff or senior colleagues with routine administration i.e. filing reports, distributing leaflets and reports
- To contribute to the assessment of children's progress and development as directed by the teacher through observations, basic record-keeping and discussion with the teacher (for example contributing evidence to the EYFS/KS1 planning and production of Support Plus Plans).

#### Support for the Child

- To plan and resource areas of provision within the Year Group environment/Nursery.
- To observe, reflect and evaluate on learning seen.
- To contribute to learning profiles of children.
- To interact with children to support and further learning.
- To support children to carry out programmes/activities set by teaching staff.
- To interact, question and feedback to children in regard to learning objectives.
- To support all children in achieving the best possible outcomes.
- To maintaining awareness of children's needs and targets.
- To assist in the provision of activities for the fullest development of the children, this may involve work outside the academy base and in the local community.
- To undertaking duties in connection with personal hygiene and welfare of children as directed by the teaching staff.
- To apply a good level of understanding of SEN, as determined by the SEN Code of Practice.

### Support for the Academy

- To assist in maintaining a safe environment for children and staff.
- To accompany teachers and classes on educational visits as required.
- To assist in the supervision of children during the day and in the outside learning environment/playgrounds/academy grounds as required.
- To assist in ensuring that children adhere to the behaviour policy of the academy and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used.
- To contribute to preparing reports on children as appropriate.
- To liaise with parents and other parties as required.
- Contributing to the whole Academy's Self Evaluation process.

### General Requirements

- To attend and participate in training and development activities as required.
- To participate in the academy's arrangements for performance management, professional development and the academy's arrangements for quality assurance and internal verification.
- To attend meetings, liaising and communicating with colleagues in the academy, outside agencies and other relevant bodies.
- To be an effective role model for the standards of behaviour expected of children.
- All employees are required to work in a confidential manner in all aspects of their work
- To carry out duties with due regard to the Academy Health and Safety policy at all times.
- To be aware at all times of responsibilities under GDPR for the security, accuracy, and significance of personal data held electronically or in paper form.
- To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies.

### Professional Values and Practices

- To have high expectations of all children; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- To treat children consistently with respect and consideration, and being concerned with their development as learners.
- To follow the academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- To work collaboratively with colleagues as part of a professional team; and carry out roles effectively, knowing when to seek help and advice from colleagues.
- To reflect upon and seek to improve personal practice.
- To work within academy's policies and procedures and be aware of legislation relevant to personal role and responsibility in the academy.
- To recognise equal opportunities issues as they arise in the academy and respond effectively, following academy's policies and procedures.
- Build and maintain successful relationships with children, parents/carers and staff.

### **Review and Amendments**

- This job description is subject to annual review. It may be amended only after full consultation with the Head Teacher.

**Diamond Hall Infant Academy is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.**

**Author: Mrs S Collingwood**

**Date: June 2019**

Signature: \_\_\_\_\_  
Post Holder

Signature: \_\_\_\_\_  
Headteacher

Date: \_\_\_\_\_

Date: \_\_\_\_\_